

Highlighted areas required

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

1. Name (Last, First, Middle) <i>proposed individual</i>		2. Contractor's Name <i>your organization</i>	
3. Employee's Address (Include ZIP code)		4. Contract Number	5. Position Under Contract <i>must match budget</i>
		6. Proposed Salary <i>must match budget</i>	7. Duration of Assignment
8. Telephone Number (Include area code)	9. Place of Birth	10. Citizenship (If non-U.S. citizen, give visa status)	

11. Names, Ages and Relationship of Dependents to Accompany Individual to Country of Assignment

12. Education (Include all college or university degrees)				13. Language Proficiency (See instructions on reverse)		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading

14. Employee History				
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (M/D/Y)		Annual Salary
		From	To	
	<i>The most recent year</i>			<i>list salaries in</i>
	<i>Two years ago</i>			<i>the currency they</i>
	<i>Three years ago</i>			<i>were paid in</i>

15. Specific Consultant Services (give last three (3) years)					
SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (M/D/Y)		Days at Rate	Daily Rate
		From	To		

16. Certification: To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee <i>The individual must sign here</i>	Date
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17. Contractor's Certification (To be signed by responsible representative of Contractor)

Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor's Representative <i>A representative from your organization must sign here</i>	Date
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